

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00610545
POSITION NO: 249552
POSITION TITLE: Legal Secretary

DATE POSTED: 07/27/15
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE:	<u>Office of Attorney General / Water Rights Unit / Window Rock, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP: <u>AB59A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>26,270.40</u> PER ANNUM
	SEASONAL:	<input type="checkbox"/>	DURATION : _____ \$ <u>12.63</u> PER HOUR
	TEMPORARY:	<input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Receive, screen, greet callers and clients; make and track scheduled appointments, arrange and confirm meetings; make travel arrangements, prepare all manner of legal and other documents, service and filing electrically or as appropriate, follow appropriate state and federal court rules when filing, retrieving court documents. Assist attorneys with files, reports, service; copying, logging in documents for review and follow up with attorneys on timely completion or review; ensure all necessary signatures are obtained, scanned, reviewed and filed; correctly maintain the office files according to the department electronic filing system; ensure and correctly complete all office filing duties. Ensure the Unit is correctly developing and maintaining the docket sheet. Maintain data for quarterly stats.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; completion of a 2 year secretarial training program, and two (2) years general secretarial experience.

Preferred Qualifications:

Degree or two to four or more years of legal secretarial experience and performing professional legal work; or an equivalent combination of training and experience which provides the capabilities to perform the described duties and responsibilities.

Special Requirements:

- An Associate's degree.
- One (1) year experience as Legal Secretary.
- Proficient in Microsoft Office software or other computer applications.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of functions and operation of a legal office and legal terminology, standard legal formats, electronic filing systems, working with court staff at state and federal level on pending cases; ability to understand and follow oral and written complex instructions, plan and complete a variety of assignments, keep track of meetings, conference calls, appointments for attorneys, compose letters and memos. Type variety of materials neatly and accurately at a minimum of 60 wpm; Use correct form of English usage; professional working relationship with staff, clients and public.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.